

BY ORDER OF THE COMMANDER



SAFB INSTRUCTION 36-2205

15 February 2000

Personnel

DETAIL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-22, Sep 93, **Military Training**, establishes policies, procedures, and responsibilities for the use of non-prior-service (NPS) students who are not in technical training to perform base-wide details on Sheppard Air Force Base. This instruction applies to participating sister services and all agencies including tenants physically located on Sheppard Air Force Base. It does not apply to geographically separated units. Refer questions or suggestions regarding this instruction to the office of collateral responsibility (OCR), 82 TRSS/TTM.

SUMMARY OF REVISIONS

References to "Military Training Manager (MTM)" have been changed to "Military Training Leader (MTL)." 1. Added, All early morning MTLs will ensure detail students are briefed on ROM safety and Road Guard procedures. 1.1 added that detail students report to building no later than 0730. Paragraph 1.3. moved to 1.6. 3.1. Added, Provide one detail student to second floor Wing Command room to clean conference room at building 400. 3.4. Changed from, as needed bases to daily basis and three times a day on weekends and holidays. **Note:** The term "student" or "airman" as used in this instruction refers to an NPS student on base to attend prerequisite or initial skills technical training. A "★" indicates revisions from the previous edition.

Section A -- Administration

★1. The Military Training Support Flight, 82d Training Support Squadron (82 TRSS/TTM), is designated the responsibility of controlling and monitoring the detail program. All early morning MTLs will ensure detail students are briefed on route of march safety and road guard procedures.

★1.1. On weekdays, each NPS student dormitory may retain a maximum of 20 NPS students who are not in technical training, special activity team (SAT) or three-day in-processing to perform squadron details for any 24-hour period, including charge-of-quarters (CQ) staff and personnel requests. **Exceptions** will be coordinated through 82 TRSS/TTM as noted in paragraph 1.5. of this instruction. All students over the allowable 20 will be made available to 82 TRSS/TTM and report NLT 0730 each morning.

1.2. The military training flight (MTF) dormitories not requiring their maximum detail personnel for in-house use will make them available to 82 TRSS/TTM.

1.3. Duty hours for detail personnel assigned away from their squadrons are 0800-1500 Monday through Friday (with at least one hour provided for lunch) and 0800-1200 Saturdays, Sundays, and holidays.

1.4. On occasion, the 82 TRSS/TTM may request the use of additional students for higher priority details and will solicit the use of some of those normally retained by the MTF dormitories if such request will not jeopardize the security or mission of the individual dormitory. The MTF dormitories with the highest number of detailers available will be tasked first.

1.5. Students in technical training and permanent party personnel will be used for routine cleanup in training areas. Detail students will not be used to perform these routine details. Routine cleanup means cleanup needed on a day-to-day basis as a result of the conduct of training.

★1.6. NPS students will not perform any detail for which permanent military or civilian personnel are authorized, or which are covered in contractual agreements or normally performed by a contractor.

Section B – Procedures

2. The 82 TRSS/TTM will:

2.1. Determine if detail requests fall within the guidelines of this instruction. Determine if a memo supporting the detail request is necessary.

2.1.1. Maintain a record of requests for NPS student details. Additional information and disposition of request records will be maintained for 90 days.

2.1.2. Establish daily priorities for those agencies requiring detail support. All allocations will be on a first come, first serve basis (see paragraph 2.1.3 below) and will be completed by 1200.

2.1.3. Disburse details each day using the following guidelines:

2.1.3.1. Priority 1: Support of wing level disaster preparedness or war readiness exercises.

2.1.3.2. Priority 2: Requirements to support the 82d Training Wing HQ, 82d Training Group, 782d Training Group, and 882d Training Group.

2.1.3.3. Priority 3: Temporary requirements to support individual units and requests submitted to 82 TRSS/TTM.

2.1.4. Investigate complaints involving misuse of NPS student detail personnel.

2.1.5. Terminate details when personnel are not used within limits of this instruction.

2.1.6. Contact each MTL or Chief MTL to assign any detail requests for the next duty day NLT 1300.

2.1.7. Standing detail requests may be assigned to a squadron by 82 TRSS/TTM. That squadron will supply detailers for the request when possible.

2.1.8. If any permanent detail requests cannot be filled by the assigned squadron (unit), the early morning MTL will call 82 TRSS/TTM NLT 0800.

2.2. Military training flight commanders or designated representative will:

2.2.1. Ensure that detail students are dispatched to only those details approved by 82 TRSS/TTM.

2.2.2. Ensure all detail students are available for duty not later than 0730 each duty day unless otherwise directed by 82TRSS/TTM.

2.2.3. Furnish the required number of detail students to the specified activity as directed by 82 TRSS/TTM.

2.2.4. Report to 82 TRSS/TTM problems encountered by the detail student and damaged clothing as a result of a tour of duty as detailer.

2.3. The scheduling MTL or early morning MTL will consider all personnel (except SOTs departing that day) not in training or 3-day in-processing as available for details.

2.4. Requesting agencies will:

2.4.1. Make request for detail students by telephone to the Military Training Support Flight, ext 6-1190, by 1200 the day before the requirement. Requests for weekend detail personnel will be submitted in writing to the same NLT 1200 on the second duty day prior to the requested date. The following information will be given for each request:

2.4.1.1. The time and place to report and approximate length of time needed.

2.4.1.2. Duties that will be performed and name/telephone number of the person to whom the detail will report.

2.4.1.3. Requester must supply justification why the requesting organization is unable to perform the task without detail assistance.

2.4.2. Exercise effective control and adequate supervision of assigned detail students to ensure their safety and productivity. Release detail students to respective units for other details immediately upon completion of duties.

2.4.3. Properly instruct and equip students to perform details. If safety is a factor, the agency will provide necessary protective equipment and safety briefings. When students perform details (such as printing, painting, working with oily equipment, etc.) in which damage to the uniform is possible, protective clothing will be furnished. Failure to provide protective clothing will result in the requesting agency replacing all damaged and soiled items.

Section C – Duty Squadron Responsibilities

3. The duty squadron will:

★**3.1.** Provide two detail students to perform litter patrol each duty day. Detail students will report to building 400, suite 7, NLT 0715. Provide one detail student to second floor Wing Command Section to clean conference room at building 400. If no detail students are available, the duty squadron will be responsible for contacting the 82 TRSS/TTM and they will coordinate with another squadron to obtain detail students for this requirement NLT 0700.

3.2. Perform State Flag Corps detail as scheduled/ required by 82 TRSS/TTM.

★**3.3.** Be responsible for raising the Avenue of Flags no later than 0630 and lowering them no later than 15 minutes prior to the scheduled retreat time on designated days.

3.3.1. Sign for and report discrepancies with flags, flagpoles and halyards.

3.4. Be responsible for cleanup of Central Park grounds on a daily basis and 3 times a day on weekends and holidays.

3.5. Perform a formal retreat ceremony on Tuesdays as outlined in SAFBI 36-2204, ***Military Ceremonies***.

3.6. Provide a minimum of one MTL throughout the duty day to monitor the route of march. The duty squadron will provide a weekly report to 82 TRSS/TTM (Ref: SAFBI 36-2202, ***Routes of March and Formation Safety***) for inclusion in commanders' discrepancies reports NLT close of business the following Monday.

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Commander